

10 November 1971

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations  
1 - 31 October 1971

*Very interesting!*

1. The workload in October 1971 totalled 66,651 ifems, 9% over the FY 71 monthly average and 4% more than September 1971.

2. As of 31 October we had an assigned strength of [REDACTED] 5X1A persons.

3. The program to improve the working area of the Cable Secretariat is progressing. The painters are on board re-painting the entire office.

25X1A

4. Attached is a copy of a memorandum from [REDACTED] expressing his appreciation for the cooperation and assistance rendered by this office during his tour as C/CSDO. It is a pleasure to note that this spirit does exist, and I share his confidence that it will continue in the future. On 13 October [REDACTED] briefed [REDACTED] newly appointed to the CSDO Staff, on the Cable Secretariat. This is part of a continuing liaison with the CSDO Staff to better acquaint them with the procedures and problems of the Cable Secretariat. As is usual with new CSDO's [REDACTED] was invited to spend a tour of duty with the Cable Secretariat Duty Officers.

25X1A

25X1A

25X1A

25X1A

5. [REDACTED] visited the Business Equipment Manufacturer's Association (BEMA) Exposition in New York on 26 and 27 October. Many new products were featured, including a small computer which may have an application in our Logging Section. We are looking into details of the system. Our dilemma is that most such pieces of equipment are too expensive for the short run, and in the long run we hope that ACT II will be approved and implemented, in which case our logging will be fully automated.

HS/HIC- 9/13

25X1A

[REDACTED]

SECRET

25 October 1971

MEMORANDUM FOR: The Cable Secretary *grb*  
SUBJECT : Expression of Appreciation

1. As my one year tour of duty in the Clandestine Service Duty Office comes to a close, I would like to take this opportunity to express my appreciation and gratitude for the fine spirit of cooperation and extensive support received from the Cable Secretariat during the past year. The Cable Duty Officers have always been most helpful and cooperative to all of the officers of the CSDO, and their assistance has been appreciated by all CSDO personnel.

25X1A

2. Particular gratitude is extended to [REDACTED] Executive Officer, who has ably assisted the C/CSDO by providing briefings and orientation tours of the Cable Secretariat for the new CSDO's. In addition [REDACTED] has been of particular assistance to the C/CSDO in reviewing and updating the reference material held in the CSDO that pertains to the functions of the Cable Secretariat. I have every confidence that the fine spirit of cooperation that I have witnessed between the CSDO and the Cable Secretariat will continue in the future.

25X1A

25X1A

[REDACTED]  
Chief, CSDO

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Cable Secretary

EXTENSION

5838

NO.

DATE

10 November 1971

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED      FORWARDED

1. Executive Director/  
Comptroller

11 NOV 1971

W

2.

[REDACTED]

T

3.

4.

5.

6.

7.

8.

9.

10.

11. Cable Secretary  
1A-53 Hqs.

12.

13.

14.

15.